

## **ECC Staff Meeting Notes**

### **6/4/13**

Unscheduled time off requests for ESDS's will be limited temporarily in order to maintain bridge staffing. In order to balance the need for mandatory overtime between classifications, the use of AOIC's on the bridge will be limited to coverage of ESDS short days, management approved time off requests, and emergency bridge coverage.

Discussed Supervisor responsibilities and professionalism, supervisors are reminded and required to follow all ECC SOP's enforcing fairly for all employees. It is understood that supervisors may have staff at work that are personal friends; however you need to be cognizant that spending too much time at one position with someone creates an appearance of favoritism.

Media Scrutiny of ECC, No merger of ECC with Hamilton County per City Manager. Discussed possibility of adding positions (Management), and pending approval of hiring AOD's. (That has been approved and our new class is in session) Working on developing a certificate program with Cincinnati State to assist in certifying qualified candidates for future training classes

Discussed the security of the building i.e. ECC management has found on numerous occasions the access doors to the communications floor unlocked. These are the actual door handles and in order to do this a master key is needed. Supervisors are instructed to check these doors at the start and end of your shifts making sure the door handles are locked. A master is not to be utilized for door access unless of an emergency.

The new NICE digital recording hardware and software is in its final deployment stage; and should be completed within the next month.

Discussed OT selection process for AOD's, OD's, vs. 911 operators, 911 operators get first pick for call taker OT

Discussed pending alarm response change from Police administration. On hold at this time

Discussed Micro Data issues on FD04, PC07, please remember to fill out an SPR for any technology problem (Hardware or Software) and send up with the lineups. It will then be routed to the correct person to investigate

There are currently 6 permanent dispatchers and one temporary dispatcher that still require the EMD training. (REDACTED).

These employees should not be scheduled to work the phones unless it is the last resort for phone coverage. The next EMD & Pro QA training class is scheduled the last week in July.

Attached is a list of employees who have received recognition for their work in recent months.  
**GREAT JOB!!!**